



Council Policy Committee – (2015)

*Marcia Jensen, Mayor
Barbara Spector, Vice Mayor*

SPECIAL MEETING

TOWN OF LOS GATOS TOWN COUNCIL POLICY COMMITTEE

AGENDA

**TOWN COUNCIL CHAMBERS
110 EAST MAIN STREET
February 26, 2015 – 2:30 P.M.**

MEETING CALLED TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Three minute time limit)*

1. Approval of the February 11, 2015 Council Policy Committee Draft Minutes
2. Provide verbal responses to the following Committee questions from the February 11, 2015 meeting for the purpose of discussion and decision to include them as part of the Committee's workplan:
 - a) 1-5: Landscaping Policies: Are these in the General Plan and/or the Sustainability Plan?
 - b) 1-13: CC&Rs Review Standards: Town Attorney to review the CC&R Standards.
 - c) 1-20: Waste Reduction in Restaurants Standards: Can this be incorporated into the Plastic Policy?
 - d) 1-30: Development Application Along Los Gatos Blvd. from Spencer Ave. to Route 85 Interim Policies: Is this needed because the Town has the Blvd. Plan?
 - e) 1-34: Historic Overlay Zone Review Process: Can this be an ordinance?
 - f) 1-36: Kitchen Definition: Can this be combined with Accessory Structure?
 - g) 1-37: Personal Service Businesses in the C-2 Zone: What is the relationship of this policy to the language in the Code?
3. Review the first set of Land Use Council Policies for Policy Committee consideration in light of existing Town Code:
 - a) 1-3: Community Benefit Policy
 - b) 1-17: Outdoor Restaurant Seating Standards
 - c) 1-40: Restaurants and Specialty Retail Businesses that offer Food Products Policy

4. Provide a verbal status update on staff's research on the feasibility of cross referencing Town Code and Laserfiche
5. Future Agenda Items

Attachments:

1. February 11, 2015 Policy Committee Draft Minutes

ADJOURNMENT

cc: Post (*also posted on Town Web*)
Town Council

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6854. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

DRAFT

TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE
February 11, 2015, 2:30 p.m.

110 E. Main Street
Town Council Chambers
Los Gatos, California

MINUTES

Call to Order

Council Policy Committee meeting was called to order at 2:30 p.m.

Members and Staff present:

Mayor Marcia Jensen
Vice Mayor Barbara Spector
Greg Larson, Town Manager
Laurel Prevetti, Assistant Town Manager/CDD Director
Robert Schultz, Town Attorney
Christina Gilmore, Assistant to the Town Manager
Vilcia Rodriguez, Special Project Coordinator

Verbal Communications

None.

Agenda Items

**1. Approval of January 29, 2015 Council Policy Committee Meeting Minutes
Committee Action:**

The Committee unanimously approved the draft minutes.

**2. Review and Approve the Final Drafts of the Council Code of Conduct and
Council Agenda and Rules Policies**

Council Code of Conduct Policy

Page 1: No changes were made.

Page 2: The Policy Committee approved staff's recommended edits to Section V which incorporate sections from Council Policy 2-7: Appointments and Memberships (Bullets B and A2).

Page 3: No changes were made.

Page 4: The Policy Committee approved staff's recommendation to add Section E: Non-Profit Organizations which incorporates sections from Council Policy 2-7: Appointments

and Memberships (Bullet C) and Council Policy 2-6: Public Access to Council Decision Making (Bullet 5).

Page 5: No changes were made.

Page 6: The Policy Committee approved staff's recommended edits to Section X with the deletion of the last paragraph which references the Brown Act.

Page 7: No changes were made

Page 8: No changes were made

Page 9: No changes were made

Council Agenda and Rules Policy

Page 1: The Policy Committee did not approve the suggested edit to the Purpose Section as this is not needed because it is already covered under the Brown Act.

Page 2: No changes were made.

Page 3: The Policy Committee approved staff's recommendation to add Section H: Americans with Disabilities Notice on Town Agendas, eliminating the need to continue to keep Council Policy 2-8: Americans with Disabilities Notice on Town Agendas.

Page 4: No changes were made.

Page 5: The Policy Committee approved staff's recommendation to add Section K: Agenda Posting, eliminating the need to continue to keep Council Policy 2-6: Public Access to Council Decision Making (Bullet 2).

Page 6: No changes were made.

The Policy Committee unanimously approved to rescind the following Council policies as these have been incorporated into the revised Council Policies as outlined above, and forward the revised Council Policies and its recommendation to the full Town Council for action at the March 3, 2015 Town Council meeting.

- A. 2-6: Public Access to Council Decision Making
- B. 2-7: Appointments and Memberships
- C. 2-8 Americans with Disabilities Notice

3. Approve validation of two Council Policies.

The Policy Committee approved validation of the General Fund Reserve and GASB 54 Council Policies and directed staff to forward these policies, in the new Council Policy template, to the full Council for action at the March 3, 2015 Town Council meeting.

4. Verbal status update on staff's research on the feasibility of cross referencing the Town Code and Laserfiche

Town Council resolutions and ordinances date back to 1898. Approximately 25% to 30% of the ordinances and resolutions dating back to this period are currently available on Laserfiche. Staff will need to conduct a more comprehensive analysis and assessment to understand how many full sets of resolutions (by year) are currently unavailable on Laserfiche as well as calculate estimated staff time and budget to complete the project. Laserfiche provided the Town with an initial estimate of \$22,000 to make the existing resolutions and ordinances folders accessible by the public. The Policy Committee

directed staff to follow up with Municode on the feasibility to create a hyperlink from Town ordinances to Laserfiche resolutions, and to continue to explore the costs associated with making these documents accessible from the website. The Town Manager offered to bring forward a Mid-Year Budget item for Council consideration.

5. Future Agenda Items

The Policy Committee reviewed the Draft Inventory List for Land Use, Planning and Development and identified the documents that Committee members would like to review as part of the Committee's workplan. The Committee directed staff to bring forward the first set of land use policies for the Committee's review and action at the next Policy Committee meeting.

The Policy Committee directed the Town Attorney to research the CC&Rs Review Standards.

The Policy Committee had questions about the following policies and directed staff to provide more information about them:

- a) Waste Reduction in Restaurants Standards: Can this be incorporated into the Plastic Policy?
- b) Development Application Along Los Gatos Blvd. from Spencer Ave. to Route 85 Interim Policies: Is this needed because the Town has the Blvd. Plan?
- c) Historic Overlay Zone Review Process: Can this be an ordinance?
- d) Kitchen Definition: Can this be combined with Accessory Structure?
- e) Landscaping Policies: Are these in the General Plan and/or the Sustainability Plan?
- f) Personal Service Businesses in the C-2 Zone: What is the relationship of this policy to the language in the Code?

The next meetings were scheduled for February 26, and March 19, 2015 from 2:30 to 4:00 p.m.

Meeting adjourned at 3:50 p.m.

